

SCHEDULE NO. 1

BUILDING AND STRUCTURE RECORDS

General Description: Records generally relating to structures and buildings and the construction permit and inspection functions of the municipality.

The retention periods specified in this schedule apply to the information contained within the record, regardless of the physical format of the record (paper, microfilm, computer disk or tape, optical disk, etc.). **Duplicate Copies**: Provided that no retention period is specified for duplicate copies, retain those that are created for **administrative purposes** for 1 year, and retain those created for **convenience or reference purposes** until no longer needed or for 1 year, whichever is first. Duplicate copies should not be retained longer than the record copy.

1.10 ADDRESS HISTORY FILES

Records maintained as address history files to provide a chronological record and running history of building-related activities for each address located within the municipality. These files may include records listed elsewhere in the retention schedules, such as building and demolition permits, gas connection records, certificates of occupancy, building inspection reports, unsafe building actions, variances granted, zoning certificates and utility taps.

Retention: Permanent files, *except* follow retention schedules for purging of nonpermanent records

1.20 APPLICATIONS FOR BUILDING PERMITS

Applications received by the municipality for the erection of new structures or modifications to existing structures.

A. Applications for Building Permits Issued

Retention: 180 days after completion <Amended 2/05>

B. Applications for Building Permits Not Issued

Retention: 180 days

1.30 BUILDING AND DEMOLITION PERMITS

A. Building Permits

Permits issued by the municipality to authorize and allow construction-related activities (such as construction, installation of plumbing, electrical or mechanical equipment, etc.) to proceed.

Retention: Permanent

B. Demolition Permits

Permits issued by the municipality to authorize and allow demolition of buildings or structures to proceed.

Retention: 10 years after demolition

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C. Fence Permits

See 12.30.L, *Fence Permits*.

D. Floodplain Building Permits

Permits issued for construction within a floodplain area, including elevation certificates, applications, review records, and related documentation. See also 11.90, *Floodplain Records*.

Retention: 10 years after expiration, revocation or discontinuance of use

1.40 BUILDING AND OTHER UNIFORM CODES

See 7.60.A, *Codes Adopted by Reference*.

1.50 BUILDING BOARD CASE FILES

Records pertaining to cases or appeals heard by bodies such as the Fire Code Board of Appeals, Building Board of Adjustment or Building Board of Appeals, or similar boards charged with interpreting municipal code provisions relating to issues such as alternate building materials or methods of construction, and with review and decision-making authority regarding building, construction or similar matters.

Retention: 20 years

1.60 CERTIFICATES OF OCCUPANCY

Documents issued by the municipality after the permitted construction activity is completed as evidence that all minimum requirements have been met before the building or structure can be occupied and used.

Retention: Permanent

1.70 COMMUNICATION TOWER STRUCTURES

See 12.30.D, *Communication Tower Permits*.

1.80 CONSTRUCTION DRAWINGS AND PLANS

Blueprints and specifications submitted for municipal review as supporting documentation by building contractors or owners when applying for a building permit.¹ <Amended 1/03>

A. Nonresidential

1. Approved

Drawings, plans (final or as-built) or specifications submitted by those applying for a building permit for public buildings, or commercial, industrial or apartment structures. <Amended 2/08>

Retention: Permanent

Duplicate Copies: 1 year <Amended 1/03>

2. Not Approved

Unapproved drawings, plans or specifications submitted by those applying for a building permit. <Amended 2/08>

Retention: 2 years from date of denial <Added 1/03>

¹ Nonresidential structure drawings and plans are recommended for permanent retention because of the greater long-term liability risk for the inspecting municipality and the historical value of some of these documents.

B. Residential

1. Approved

Drawings, plans (final or as-built) or specifications submitted by those applying for a building permit for residential or modular structures. **<Amended 2/08>**

Retention: 180 days after completion of the project or as directed by the adopted Uniform Building Code **<Amended 1/03>**

2. Not Approved

Unapproved drawings, plans (final or as-built) or specifications submitted by those applying for a building permit. **<Amended 2/08>**

Retention: If International Building Code has been adopted, then 180 days after drawings and plans have been submitted **<Amended 4/06>**

1.90 CONTRACTOR'S LICENSES

See 12.20.E, Contractor's Licenses/Registrations.

1.100 DOWNTOWN REDEVELOPMENT PROJECTS

See Schedule 7 Project Files.

1.110 FEES – BUILDING PERMIT

Records relating to the collection of building permit fees, impact fees, parkland fees and other fees collected by the municipality at the time of application for building permits. See 5.20, Accounts Receivable Records and 5.150, Fee and Rate Schedules.

1.120 FENCE PERMITS

See 12.30.L, Fence Permit.

1.130 GAS AND OIL DRILLING STRUCTURES

See 11.70.A, Environmental Monitoring and Reviews.

1.140 HOUSING REHABILITATION PROJECTS

See 5.220, Grant Records and 7.280, Project Files.

1.150 INSPECTION RECORDS

A. Building and Structure Inspection Reports **<Amended 3/07>**

Records of final on-site inspections done by the municipality or by its agents to determine the compliance of building construction, electrical, plumbing, mechanical and other systems with building, fire, plumbing, mechanical requirements of the municipality, uniform codes and all other adopted model building standards adopted by the municipality; also includes other building and structure inspection reports in general, such as inlet inspections, proof roll inspections. etc. **<Amended 3/07>**

Retention: Permanent

B. Inspection Agencies

See Schedule 7 for applicable records, such as Agreements and Contracts.

C. Soil Condition Reports

Records of inspections of soil conditions, including nature, distribution and supporting ability of soils and rocks on building sites prior to issuance of building permits or approval of development proposals.

Retention: 20 years + current

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D. Trailer/Mobile Home Inspection Reports <Amended 1/03>

Records of inspections by the municipality or its agents of mobile home installations, anchoring, utility connections, etc.

Retention: 1 year + current

E. Unsafe Buildings

Documentation of complaints, inspections, notifications corrective actions, closure and boarding, demolition and related actions relating to buildings and structures determined to be unsafe.

Retention: 5 years after final action

1.160 LANDMARK AND HISTORIC DESIGNATIONS

Records relating to local, state or federal historic designations for buildings, structures or districts within the municipality and preservation of historic structures.

Retention: Permanent

1.170 MOBILE HOME STANDARDS

See 7.320, *Regulations and Standards*.

1.180 POLICIES AND PROCEDURES

See 7.260, *Policies and Procedures Documentation*.

1.190 REGISTERS AND LEDGERS

Record books, ledgers or computer printouts that are kept to provide a listing of all issued building permits. The permit register may be the only record of the issuance of older building permits.

Retention: 2 years + current, *except* retain permanently if the register or ledger is the only record of building permits issued

1.200 REGULATIONS – BUILDING

See 7.320, *Regulations and Standards*.

1.210 REPORTS – BUILDING ACTIVITY

Summary housing reports and statistical compilations tracking building activity on a monthly or annual basis, including reports compiled for the U.S. Census Bureau, used to monitor growth and track building trends. See also 1.150, *Inspection Records*; 7.330, *Reports*; and 11.20.B, *Census and Population Records*.

A. Annual Reports and Compilations

Retention: Permanent

B. Monthly Reports

Retention: 1 year + current

1.220 SIGNS – CONSTRUCTION AND INSTALLATION

Records documenting permits for installations of billboards, signs and banners. For sign code, see 7.60, *Code Book Records* and 7.320, *Regulations and Standards*.

Retention: 2 years + current

1.230 STANDARDS – BUILDING

See 7.320, *Regulations and Standards*.

1.240 STREET ADDRESS AND HOUSE NUMBER RECORDS

Records pertaining to street dedications, street closings, the assignment and alteration of street names and house numbers, and similar records providing official control of the naming and numbering of municipal streets and addresses.

Retention: Permanent

1.250 VIOLATIONS – BUILDING CODE

Documentation of cases heard by building review boards related to violations of building and other uniform codes, including hearing records, notices of violations and compliance information. See also 1.50, *Building Board Case Files* and 14.30, *Case Files*.

Retention: 20 years + current

